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NOTES AND SUGGESTIONS

OFFICERS OF THE UNITED STATES MARINE CORPS.

MAJOR CHARLES A. DOYEN,

U. S. MARINE CORPS.

WASHINGTON:
GOVERNMENT PRINTING OFFICE.
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HEADQUARTERS U. S. MARINE CORPS,
WASHINGTON, D. C., *May 10, 1900.*

The within notes and suggestions, compiled by Maj. C. A. Doyen, U. S. M. C., which were submitted to a board for its consideration and favorably reported upon by it, are published for the information and guidance of officers of the Corps.

CHARLES HEYWOOD,
Brigadier General, Commandant.

SUGGESTIONS FOR THE GUIDANCE OF OFFICERS OF THE U. S. MARINE CORPS.

On being ordered to command the guard of a ship about to go into commission you are directed to report to the commandant of the station, who directs you to report to the commanding officer of the ship, or, in case the guard is assembled at a barracks previous to the ship's going into commission, to the commanding officer of the marine barracks for temporary duty.

In case a first sergeant has not already been detailed for the guard, select an honest and reliable sergeant with some knowledge of accountability instructions, the making out of rosters, and who has some strength and force of character, and request the Commandant of the Marine Corps to detail him as first sergeant.

Your first sergeant being detailed, make requisitions as follows: On the adjutant and inspector for muster rolls, reports of drills and instructions; on the assistant quartermaster at Headquarters for necessary blank forms, books, returns, and stationery for one year.

The next thing is to estimate the various articles of clothing necessary to take. Estimate liberally for such articles as are continually wearing out or liable to be lost, as caps, cap covers, blouses, trousers (flannel and white), underclothing, socks, and gloves. Do not crowd your storeroom with overcoats, blankets, full-dress tunics, white and black helmets, shoes, and arctics, as men are supposed to leave the barracks for the ship with a complete outfit of clothing. A half dozen of each of these articles, except shoes, is sufficient. The paymaster of the ship can and will supply your men with many articles of clothing in case your supply is exhausted.

Having decided upon the number of each article required (six months' supply is sufficient for home stations, one year for a foreign cruise), look your men over and ascertain from them the sizes of clothing they wear, basing your estimate on this information. Then make out your requisition on the Assistant Quartermaster, U. S. M. C., No. 1100 South Broad street, Philadelphia, Pa., who supplies all articles of clothing and equipment.

If you are at the yard where your ship is fitting out, visit her frequently and endeavor to have the guard's quarters fitted properly with musket racks and helmet lockers in convenient available places. See that a comfortable light place is fitted with a desk for the use of the first sergeant, and that your storeroom is clean and dry.

Familiarize yourself, as soon as possible, with the names and faces of the men; it gives you better command over them and insures a quicker execution of orders. You, yourself, prefer to be called by name to being designated as "You, there," and men have the same feeling.

Before inspecting the men be sure you are ready for inspection yourself, and do not criticise them for faults in dress and appearance which are evident in your own. In other words, set a good example in military bearing and appearance, and then you are in a position to correct others. Consistency is a jewel in military matters as elsewhere, and men are quick to notice its presence or absence.

Insist on cleanliness of person, clothing, arms, and accouterments in your command; no slouchy or untidy man can ever make a good soldier, and men should be made to understand that their lives may be dependent on the care and attention given to their arms and accouterments.

Avoid being harsh and severe with recruits. Military life and its discipline are new to them, and they become easily discouraged and driven out of the service; kindly advice and warning, seconded by a little friendly interest, will often accomplish more than harsh language and measures. Remember your own recruit days and blunders; how harshness made you resentful and stubborn and a little praise spurred you on to renewed efforts.

Avoid being lavish with praise or censure, both lose their value and effect when continually indulged in.

Give your commands in a brisk and energetic manner that will tend to a brisk and energetic execution of them; slow and languid commands tend to a slow and languid execution, and a lack of interest and life in what you are doing soon communicates itself to your men.

Constantly exercise self-control; no matter how irritated you may be, strive not to show it. If you can not control yourself, you can not control others.

Avoid nagging and irritating the men into an appearance of insubordination by petty fault-finding or sarcasm when a brief rebuke or reprimand is all that is necessary; and under no circumstances argue with an enlisted man or permit him to argue with you.

Do not see or hear too much, or continually threaten things which you know you can not carry out, and do not weaken your authority and position by constantly making trivial reports. Often carelessness on drill, on post, or untidiness, or failure to observe instructions, is not the result of willfulness, but simply shows a lack of preliminary training and discipline, and such offense can be corrected by giving the offender the instruction and training, aside from routine drills and exercises, which he should have received before being turned over for duty; giving him to understand that he is not being punished, (for only the commanding officer can assign punishment) but receiving necessary training and instruction.

Do not hesitate to consult your noncommissioned officers on matters concerning the comfort and welfare of the men, and in fact on any other matters concerning your command; their experience and ideas are often well worth consideration.

Never receipt in full for any property without satisfying yourself that it is all there as described in the invoices. If for any reason you can not thus satisfy yourself, give only a qualified receipt.

Provide yourself at once with a small but select professional library and make it a rule to learn something new in your profession every day. Study your drill regulations constantly and have it at your tongue's end; that will save you many an embarrassing moment. You must know all the drills better than your command or you can not instruct them, and constant mistakes on your part will result in a lack of confidence and loss of prestige, which will be detrimental to good discipline and efficiency in your command.

LIST OF PROFESSIONAL BOOKS JUNIOR OFFICERS SHOULD HAVE IN THEIR LIBRARIES.

Navy Regulations.

Army Regulations.

Accountability Instructions.

Drill Regulations for Infantry and Artillery, United States Navy.

Radford's Handbook on Naval Gunnery.

(These can be obtained by requisition on the assistant quartermaster, at Headquarters.)

Organization and Tactics. Wagner. Price, \$3.00.

The Service of Security and Information. Wagner. Price, \$1.50.

Manual of Field Engineering. Beech. Price, \$1.75.

Military Topography and Sketching. Root. Price, \$2.50.

Infantry Fire. Its Use in Battle. Batchelor. Price, \$2.00.

Military Map Reading. Beech. Price, \$0.75.

(These can be obtained from the publishers, Hudson Kimberly Publishing Company, Kansas City, Mo.)

Fire Discipline. Its Foundation and Application. Capt. Stewart Murray. Price, 2 shillings.

Attack and Defense for Section, Company, and Battalion. W. Gordon. Price, 2 shillings.

How to Tell Off and Post a Picket, and Details of Outpost Duty. Capt. H. S. Marshall. Price, 6d.

(Publishers, Gale & Polden, Ltd., Chatham, England.)

Abridgement of Military Law. Winthrop. Price, \$2.00.

Forms of Proceedure for General and Summary Courts-Martial.

(Issued by the Navy Department.)

Army Officer's Examiner. Col. W. H. Powell.

(Publisher, John Wiley & Co., No. 53 E. 10th St., N. Y.)

POINTS UPON WHICH YOU SHOULD BE WELL INFORMED WHEN THE INSPECTING OFFICER VISITS YOU.

How many men in your guard, giving the different grades? How many present for duty, giving grades? How does the clothing of enlisted men fit, and is the quality good and up to standard? How often does your guard drill in the following: General quarters, clearing ship for action, great guns, rapid-fire guns, machine guns, small arms, battalion drill, school of the company, extended order, bayonet exercise, setting-up drill, signal drill, aiming drill, pulling boats, etc.?

How often do you have target practice with rifle and revolver? Is your storeroom a good one? How much clothing have you on hand and what condition is it in? How many serviceable rifles, swords, bayonets, cartridge belts, cartridge boxes, blanket bags, haversacks, and canteens on hand?

How many, and in what condition are the tents, rubber blankets, leggings, mess kettles, and tin pots?

Number of men punished by general and summary courts during the last three months? Number and kinds of other punishments? Number of desertions?

Are your noncommissioned officers proficient in the following: Handling men, drill, guard duties, etc.? Is any noncommissioned officer addicted to intemperance?

How often is your guard inspected in full marching order? Is the guard ready for immediate service on shore? How often are the noncommissioned officers on guard? How

often are the privates on post? How many privates on daily and special duty? Are books and records correctly kept, and by whom? How are the details for guard duty made, and who keeps the roster? Has any member of your guard been specially commended, and if so, for what?

REGULATIONS AND INSTRUCTIONS FOR MARINES AFLOAT.

INTERIOR DISCIPLINE.

Implicit obedience to orders being the foundation of military discipline, all inferiors are required to obey strictly, and execute promptly and cheerfully, the lawful orders of the superiors appointed over them.

Military authority is to be exercised with firmness, but with kindness and justice; and superiors of every grade are forbidden to injure those under them by capricious or tyrannical conduct.

Should any member of the guard consider that he has cause for complaint, he will notify the first sergeant, who will take him at once to state his case to his superior officer.

On the other hand, grumbling, insolence, or insubordinate conduct will meet with punishment.

It is enjoined upon the guard to be always civil and courteous at all times, whether on duty or off, to all persons.

All members of the guard are enjoined to yield, on all occasions, a willing, cheerful, and prompt obedience to those placed over them; to avoid difficulties with all persons, and to be always neat and tidy.

Strolling about the upper decks with the hands in the pockets, caps on the side or back of the head, is strictly prohibited; and the coat shall be buttoned at all times when on deck.

Issues of clothing will be made twice a month; and at no other time, except in extreme necessity.

All articles of clothing must be plainly marked with the owner's name for identification, and the selling or disposing of any article of clothing or accouterment is contrary to law and regulation, and constitutes a serious offense.

The clothing will be neatly folded and arranged in the lockers provided for that purpose; helmets covered with cotton covers, and these and the parts of the ship, the cleanliness of which the guard is charged with, will be inspected daily, before quarters, by the marine officer, at which time the flaps of the clothes lockers must be turned up.

Overcoats, cap covers, white trousers, helmets, storm caps, and rain clothes shall be worn at such times as shall be prescribed.

Members of the guard shall wear the prescribed uniform on the vessel and on shore, and will not be permitted to keep in their possession any other clothing.

Monthly inspections will be made of the guard's clothing, and they will be held to account for all articles issued to them.

The port side of the quarter-deck in port and the lee side at sea is the place designated for all formations of the guard.

During the report of divisions at quarters the guard will be brought to a "rest."

Members of the gun crews will repair to their guns promptly at the time designated for the cleaning of gun bright work, and captains of the crews will be held responsible for the condition of the gun bright work at inspection.

After all exercises with rifles they must be cleaned and in good order, before being put in the gun racks.

Every member of the guard is strictly enjoined to take charge of any guard property, either personal or public, that they may at any time observe astray, and hand the same to the first sergeant.

At all assemblies of the guard every dutiable man must be on deck before the "assembly" is sounded.

At general quarters the guard will repair to their stations promptly. At fire quarters sentinels will at once be stationed at the boats, to prevent any person from entering or lowering them, except by an order, delivered in person, by the commanding or executive officer. The remainder of the guard will fall in at their station under arms.

Members of the guard wishing to see the executive or marine officer will notify the first sergeant before 9 a. m.

Members of the guard going on post at a stated time will report to the noncommissioned officer on guard, ready for post, clean and neatly dressed, three minutes before time at the designated place; and at night, any man wishing to sleep out of his designated billet will notify the noncommissioned officer on guard where he can be found to be called for duty.

The names of all men wishing to go on liberty must be given to the first sergeant by 8.30 a. m. No man will be permitted to go on liberty who is not neatly dressed in proper uniform; and before going on liberty men will report to the first sergeant and turn over to him the key to their clothing locker. All members of the guard are enjoined to make their requests for privileges and their complaints known at that time, except in cases of extreme necessity.

When on duty as sentinels, men are reminded that they are simply carrying out the orders of their superiors; they must not be overbearing or officious, but will execute said orders with firmness, and at the same time civility.

The members of the guard are cautioned to scrub their dirty clothes at every opportunity, and are warned against having an accumulation of the same in their lockers or bags. They will be required to change their underclothing at least once a week, on Saturday.

When an officer approaches enlisted men, "attention" is called by anyone who perceives him, when all men not at meals or engaged in any kind of work will rise and remain standing in the position of "attention," uncovered, if without arms or side arms and indoors; when on post or on duty with arms or side arms, they will make the prescribed salute.

All salutes with the hand, when covered, must be made with hand farthest from the officer saluted. In case both hands are occupied, standing at "attention" will be considered sufficient for a salute. If the parties remain in the same position, or on the same ground, or are constantly passing and repassing, the compliment need not be repeated.

If employed at any work, they are not expected to discontinue their employment to salute an officer, unless addressed by him.

When a member of the guard enters the cabin or officers' quarters armed or with side arms only, he simply makes the prescribed salute, standing in the position of "attention," and does not take off his cap; but without arms or belt he will remove his cap and stand in the position of "attention."

Any member of the guard having occasion to address an officer, or is spoken to by one, makes the prescribed salute; on receiving the answer or communication from the officer, he again salutes before turning to go away.

Soldiers at all times and in all situations pay the same compliments to officers of the Army, Navy, and Marine Corps, and to officers of the volunteers and militia in the service of the United States, as to the officers of the command to which they belong.

Officers in civilian dress are saluted in the same manner as when in uniform.

Every member of the guard on reaching the quarter-deck, either from a boat or below, or on leaving it to go over the side, will salute it.

NONCOMMISSIONED OFFICERS, DISCIPLINE.

Besides the particular duties required of noncommissioned officers when in ranks, it is their duty, at all times, to watch the conduct of the privates, and especially those who have not been to sea, to counsel and instruct them in their duties, and to report, immediately, to the proper authority every breach of the general regulations of the service or of the particular orders of the ship.

They should remember they are entitled to implicit obedience from the men placed under them, but will be required to observe a system of command and treatment which shall be free from coarse and abusive language and will best serve to keep up in the guard a proper feeling and a high sense of honor, by which the correct and willing discharge of duty will be best assured. If reproof be necessary, it is to be conveyed in such terms and in such manner as will make an impression without hurting the feelings of the individual.

They should be just toward the men, treating all alike, and when a hardship falls upon an individual he should have no reason for thinking he has been especially selected. Such distinctions as relieving certain men from any disagreeable duty and giving it to others would soon destroy their influence over the men and create trouble and difficulty in the guard.

They should be examples for the men in their dress and appearance, and their demeanor should, on all occasions and in all situations, be such as to create a respect for the military service, and the Corps to which they belong.

They should avoid being familiar or intimate with the privates of the guard, or members of the crew, as this will tend to weaken their authority; they should, if possible, select their intimates from among those of their own rate and class.

THE FIRST SERGEANT.

The first sergeant exercises general supervision over the guard. The instruction and improvement of the men form a most essential part of this supervision.

He keeps a roster of the guard, and makes out all details for guard duty; sees that the noncommissioned officers on guard comprehend the orders, and are all capable of instructing the sentinels, and when a sentinel calls for the sergeant or corporal of the guard, it is his duty to see that the call is responded to promptly.

He will see that all details are properly equipped for the duty they are to perform.

He informs the marine officer when posts are established, taken off, or changed.

He will report to the marine officer when any member of the guard neglects his duty in any particular.

He will check the use of improper and offensive terms on the part of the noncommissioned officers toward any member of the guard, or any members of the guard toward each other.

He will see that every member of the guard understands the orders relative to smoking, and the use of lights on board ship.

He has immediate charge of the clothing, arms and accouterments, and other public property in the storeroom; keeps an account thereof, sees everything properly cared for, and the storeroom clean and the articles therein neatly arranged.

He secures and keeps in custody the effects of prisoners and absentees.

He makes out the morning report and liberty list and hands it to the marine officer every morning after sick call, and before 9 a. m., at which time he will report any cases of misconduct that have not been investigated.

He reports to the marine officer when he leaves the vessel, and on his return aboard.

Whenever he goes ashore he places the guard in charge of the next noncommissioned officer in rank.

He receives his orders from the marine officer, and sees that they are properly executed.

Orders received from any other source will be communicated to the marine officer as soon as possible.

He will take especial care to check all improper language and discussions relative to the censure or praise of their superiors on the part of the guard; and he is to give his best attention to promote a good understanding among the men by advice to the inexperienced, by timely interference to prevent disputes, and by taking immediate notice of any conduct likely to interrupt the harmony of the guard or reflect discredit upon it.

His utmost attention is required to insure the comfort and cleanliness of the men as to their persons, clothing, arms, and accouterments, and also to their quarters.

He is at all times accountable for the maintenance of good order and the rules and discipline of the guard, and is to afford in every respect the utmost aid and support to the master-at-arms in all things pertaining to the police and discipline of the ship.

The clothing in the storeroom will be thoroughly aired and brushed once a month under his personal supervision.

He will inspect the clothing lockers of the music and privates before they leave the ship on liberty, to see that their clothing has not been disposed of preparatory to desertion, and will take charge of the keys of said lockers during the men's absence.

The first sergeant will have immediate charge of the following books, reports, returns, rolls, etc., relating to the guard's property, viz:

Roster	Manuscript.
Morning report	Printed.
Clothing-account book	Printed.
Order book	Manuscript.
Record book	Manuscript.
Letter book	Manuscript.
Account-current book, clothing, arms, etc.	Printed.
Muster rolls	Printed.
Report of drills and instructions	Printed.

Return of clothing	Printed.
Clothing-receipt rolls.....	Printed.
Return of arms, etc	Printed.
Invoices and receipts	Printed.
Certificates, affidavits, etc	Manuscript.
Inventories and inspection reports	Printed.
Reports of survey	Printed.
Individual clothing statements	Printed.
Descriptive lists, etc.....	Printed.

The roster will contain a record of the various details for guard duty. The rule must be observed that the longest off are the first for duty.

When a member of the guard is sick, his tour passes; but when he is for duty again he will be the first for detail.

When posts are taken off, credit will be given for a tour.

The morning report will be an accurate report of the guard for the day. Under the head of remarks should be entered, by name, any changes in the figures from the report of the morning previous.

The clothing-account book will contain a record of the issues of clothing to every member of the guard.

The names of the noncommissioned officers, drummers, trumpeters, and then the privates, will be entered in alphabetical order, three names on each page.

The detailed instructions for keeping the book in the "Accountability Instructions" must be followed strictly.

The order book will contain as much of these rules and regulations as may be considered necessary for the instruction of the guard, approved by the commanding officer, and supplemented by any other special orders the routine of the ship may require.

The order book should be accessible to the members of the guard in order that they may familiarize themselves with its contents.

In the record book will be entered the offenses committed by, and the punishment awarded to, every member of the guard; the names of such of the guard as may have been granted liberty on shore, specifying length of leave, the time of return, and in what condition; a report containing all the names of the guard who may have been on the sick list; a report of all men who have been restricted, length of time, and cause; a list of those over liberty, and length of time; a list of all transferred, giving destination; a list of those joined, showing whence, and a list of those who may have deserted, giving date and place.

The remarks against deserters must state charges for public property which they carry off with them or for which they are indebted to the Government.

The letter book will contain copies of all official letters. The quarterly returns are not to be accompanied by a letter of transmittal unless some explanation be necessary.

The account-current book shall contain a creditor and debtor account, as laid down in the "Accountability Instructions," and will be balanced quarterly as therein prescribed.

The muster roll will be prepared on the last day of every month and forwarded to the Brigadier General, Commandant, for the adjutant and inspector of the Corps. It must contain all the information required by the footnotes.

A report of drills and instructions will be made out quarterly and forwarded to the Brigadier General, Commandant, for the adjutant and inspector of the Corps.

Returns of clothing will be made out quarterly, in duplicate, as prescribed in the "Accountability Instructions."

Clothing-receipt rolls will be made out at the time of issue, signed and witnessed and forwarded with the returns for which they are vouchers.

Returns of arms and accouterments, invoices, receipts, certified statements, affidavits, inventory and inspection reports, and reports of survey, etc., are to be made out and transmitted as prescribed in the "Accountability Instructions."

Individual clothing statements are to accompany every member of the guard transferred, showing all articles of clothing issued him.

His descriptive list and conduct record must also accompany every member of the guard transferred. Under the head of remarks are to be entered such remarks as have a bearing on his character and services, such as promotions, reductions, courts-martial, compliments, etc., anything to the credit or discredit of the man.

NONCOMMISSIONED OFFICERS ON GUARD.

He will always be on the alert and diligent in the performance of his duties.

He will not allow a member of the guard to leave the ship, on liberty, who is not neat, clean, and in proper uniform.

He will inspect each relief before being posted, see that their clothing is clean and neat, arms and accouterments in good order, and will frequently visit during the day and night both orderlies and sentinels to ascertain if they are vigilant and attentive to their duties.

He will particularly observe that sentinels turn over all their orders to the reliefs, that they walk their posts in a soldierly manner, and that all reliefs are promptly on hand.

He will take charge of the prisoners and see that all orders concerning them are strictly enforced.

He will receive all prisoners from proper authority and see them properly confined, and report the same to the marine officer and the first sergeant.

He will report to the marine officer and the first sergeant when posts are established or taken off, and all prisoners released or confined, also their condition and mode of confinement, and by whose order.

He will see that all prisoners are present at relieving sentinels, and will see that the sentinel going on post satisfies himself that all are present and confined as reported.

He will assist the master-at-arms in searching all boats' crews and liberty men, when required, and he will use all means to prevent liquor from being smuggled on board.

He will be at the gangway when boats leave or approach the ship, and will allow no improper bundles to be passed into the boats.

He will carefully inspect all baskets, boxes, and packages, coming on board for the men, and see that no liquor or improper article is contained therein.

Shore boats approaching the ship must be reported to the officer of the deck, to ascertain whether they will be allowed alongside, or not.

He will allow no strangers on board unless by permission of the officer of the deck.

When "all hands" are called to get up anchor, he will assist the master-at-arms in seeing that every stranger is out of the ship.

He will allow no smoking except at the regular smoking hours.

Every half hour after 10 o'clock p. m., he will visit each part of the ship, see that nothing improper is going on, inspect prisoners and lights, and report the result to the officer of the deck.

At sea, when the watch is called, he will see that the men turn out promptly.

He will allow no washing of clothes except where "all hands" are called to scrub and wash clothes; he will then see that those of the guard not on duty wash and scrub their soiled clothes.

He will see that no public property is destroyed or thrown overboard.

He receives special orders from the officer of the deck, and reports the same to the marine officer and the first sergeant.

He will notify the marine officer and the first sergeant of the uniform of the day at seven bells.

If a member of the guard refuses to obey an order distinctly given, or resists the authority of the noncommissioned officer, there will be no altercation, the case will be reported to the marine officer at once.

All reports by members of the guard will be made to the first sergeant, who will report the circumstances to the marine officer.

SENTINELS—GENERAL INSTRUCTIONS.

Orders and instructions to sentinels will be given in the most distinct manner, and they will be held strictly accountable that all rules and regulations depending upon their vigilance and attention be punctually observed, or that breaches of them be immediately reported.

They must keep themselves on the alert, observing everything that takes place within sight or hearing; they will never lounge or sit down, but will walk their posts briskly to and fro, and where it can be done, in such direction that each can keep in view the portion of another's post on which the latter's back is turned. They will carry their arms at the shoulder or slope, and will never quit them without orders from proper authority.

It is forbidden for sentinels to hold conversation with any person where not absolutely necessary for the proper discharge of their duty. For a sentinel to quit his post without leave is one of the most serious military offenses.

If a sentinel from any cause wishes to leave his post, he calls for the noncommissioned officer on guard, who will relieve him, if necessary, by another sentinel, or take charge of the post till he can return to it.

Sentinels will not take orders nor allow themselves to be relieved except by the commanding officer, executive officer, officer of the deck, marine officer, or noncommissioned officer on guard. When relieved otherwise than through the noncommissioned officer on guard, they will report to him immediately by whose order they were relieved.

In cases of fire, all sentinels will give the alarm.

All persons of whatever rank in the service are required to observe respect toward sentinels.

Neatness and correct soldierly bearing are enjoined on all sentinels.

Precision in the compliment to officers and in marching on and off duty reflects credit upon the soldier and secures to him the consideration and attention of his superiors.

ORDERS.

INSTRUCTIONS TO THE NONCOMMISSIONED OFFICERS OF THE GUARD.

1. Your post is on the port side of the quarter-deck, when not engaged elsewhere in the performance of duty.

2. Deport yourself in a military manner, keeping constantly on the alert, observing everything which takes place in sight or hearing.

3. Report every breach of orders or regulation that you are instructed to enforce.

4. You will receive, transmit, and obey all orders governing yourself or the sentinels, from the marine officers, or, in their absence, the first sergeant.

5. Receive, obey, or transmit to the sentinels, as the case may be, all special orders from the officer of the deck.

6. Salute all officers passing your post on deck, or within 30 yards when passing in boats; salute with the guard when honors are rendered.

7. In case of fire report immediately to the officer of the deck.

8. Face toward and salute the ensign as it leaves the deck in hoisting, or the truck in lowering, remaining at a salute until the music ceases.

9. Form and inspect each relief before posting it, and see that the men are in the prescribed uniform, their clothing and equipment in proper condition.

10. Post the relief according to the Guard Manual, requiring the old sentinel to repeat his orders to his relief, noting that all the post orders are clearly comprehended.

11. Allow no enlisted man to leave the ship except by permission of the officer of the deck.

12. Overhaul all liberty men returning on board, as directed.

13. Note and report to the officer of the deck, if present, the arrival of all boats alongside, and be vigilant in detecting attempts to smuggle liquor on board.

14. Allow no shore boats to come alongside or make fast to the booms, without permission from the officer of the deck.

15. Allow no visitors on board, except by permission of the officer of the deck.

16. Allow no traders, peddlers, or bumboat people on board out of meal hours, except by permission of the officer of the deck.

17. Allow no enlisted man to smoke on the quarter-deck or galleries outside of the superstructure deck, and allow no man, not on duty, or out of uniform on the galleries between 8 a. m. and sunset, when in port, except by permission of the officer of the deck.

18. Allow no spitting about the deck or over the side, and no defacing of the deck, ladders, or paintwork.

19. Inspect all lights above the orlop deck every half hour, and those on the orlop deck every hour, from "taps" to "all hands" in the morning, observing that authorized lights are burning and all others turned out; report each inspection to the officer of the deck.

20. Observe the conduct of the sentinels during the inspection, and exercise a strict supervision over them at all times.

21. Notify the sentinels when the smoking lamp is lighted out of regular hours.

22. Smoking hours are from "all hands" till "turn to" in the morning, from "spread mess gear" at each meal until "turn to," after "hammocks" till "tattoo," and such other times as the officer of the deck may direct.

23. Allow no fighting, gambling, quarreling, or disorderly conduct at any time.

24. Relieve all sentinels and orderlies, except Nos. 3 and 5, at the signal for "abandon ship," "general quarters," and "collision drill."

25. At the signal for "fire," "collision," or "abandon ship," for exercise, the prisoners will be released by the chief master-at-arms and turned over to the noncommissioned officer of the guard, who, with the sentinels on the cells, will take them to compartment C, 101, star-board side, and remain with them until after the exercise, when they will be returned to the cells and the custody of the chief master-at-arms, and the post over the cells reestablished.

26. In case of serious fire, or of actual collision or abandoning ship, prisoners will be released immediately, irons removed, and sentinels relieved. The sentinels will go to their stations.

27. When the prisoners are turned over to the noncommissioned officer of the guard, during the before-mentioned exercises, except in special cases, their irons will be removed by the chief master-at-arms, who will replace them when the prisoners are returned to the cells.

*Captain, U. S. Marine Corps,
Commanding Marine Guard.*

Approved:

Captain, U. S. Navy, Commanding.

ORDERS No. 1.—QUARTER-DECK.

1. Take charge of this post and all Government property committed to your care.
2. Walk your post in a military manner, keeping constantly on the alert, observing everything that takes place within sight or hearing.
3. Report every breach of orders or regulations that you are instructed to enforce.
4. Quit your post only when regularly relieved or directed to abandon it.
5. Receive and obey all orders coming through the noncommissioned officer of the guard, and send for him and report any case not covered by your orders.
6. Hold conversation with no one except in the discharge of your duty.
7. In case of fire give the alarm immediately to the noncommissioned officer of the guard.
8. Salute all officers passing your post on deck, or within 30 yards in boats; and salute with the guard when honors are rendered.
9. Your post extends around the quarter-deck, including both sides.
10. Face toward and salute the ensign when it leaves the deck in hoisting, or the truck in lowering, remaining at the "present" until the music ceases to play.
11. Hail all boats (except the steam cutters) approaching the ship after dark, and repeat the answer to the quartermaster.
12. Allow no enlisted man to smoke on the quarter-deck or galleries outside the super-structure deck; and allow no one not on duty and out of uniform on the galleries between 8 a. m. and sunset, when in port, except by permission of the officer of the deck.

13. Allow no spitting about the deck or over the side, and no defacement of the deck, ladders, or paint work.

14. Allow no enlisted men to loiter about your post.

15. Require men passing to or from the after storerooms to use the port side of the quarter-deck.

16. Allow no enlisted men to leave the ship unless passed by the officer of the deck, or noncommissioned officer of the guard.

17. Allow no shore boats to come alongside, or to make fast to the booms without permission from the officer of the deck.

18. Report the arrival of all boats at the gangways to the noncommissioned officer of the guard.

19. Allow no visitors to come on board except by permission of the officer of the deck.

20. Salute all commissioned officers by coming to the "present," cadets (in service), warrant officers, and clerks with the "rifle salute" at a halt.

21. Salutes by sentinels are rendered at a "halt," the sentinel facing toward the person to be saluted.

22. All sentinels will pay the same compliments to civil officers of the Government, to officers in the civil and military service of foreign powers, that are directed to be paid to the officers of the Army, Navy, and Marine Corps of corresponding rank.

*Captain, U. S. Marine Corps,
Commanding Marine Guard.*

Approved:

Captain, U. S. Navy, Commanding.

ORDERS No. 2.—FORECASTLE.

1. Take charge of this post and all Government property committed to your care.
2. Walk your post in a military manner, keeping constantly on the alert, observing everything that takes place within sight or hearing.
3. Report every breach of orders or regulations that you are instructed to enforce.
4. Quit your post only when properly relieved.
5. Receive all orders coming through the noncommissioned officer of the guard, and send for him and report to him any case not covered by your instructions.
6. Hold conversation with no one except in the proper discharge of your duty.
7. In case of fire leave your post and report it to the officer of the deck.
8. Salute all officers passing your post on deck, or within 30 yards in boats.
9. Your post extends over all parts of the forecastle.
10. Hail all boats (except steam cutters) approaching the ship after dark, and repeat the answer to the quartermaster.
11. Allow no smoking on your post except during smoking hours.

12. Smoking hours are from "all hands" until "turn to" in the morning; from "mess gear" at each meal until "turn to;" from "hammocks" until "tattoo," and at such other times as the officer of the deck may direct.

13. Allow no person on the fore-castle out of uniform between 8 a. m. and sunset, except by authority of the officer of the deck.

14. Allow no shore-boats to come alongside, or to tie up to the booms without permission from the officer of the deck.

15. Face toward and salute the ensign when it leaves the deck in hoisting, and the truck in lowering, remaining at the "present" until the music ceases to play.

16. Allow no enlisted men to leave the ship without permission from the officer of the deck.

17. Allow no visitors to come on board unless passed by the officer of the deck, or the noncommissioned officer of the guard.

18. Salute all commissioned officers by coming to a "present," cadets (in service), warrant officers, and clerks with the "rifle salute."

19. Salutes by sentinels are rendered at a "halt," the sentinel facing toward the person saluted.

20. Sentinels will pay the same compliments to civil officers of the Government, to officers in the civil and military service of foreign powers, that are directed to be paid to the officers of the Army and Navy and Marine Corps of corresponding rank.

*Captain, U. S. Marine Corps,
Commanding Marine Guard.*

Approved:

Captain, U. S. Navy, Commanding.

ORDERS No. 3.—GALLERIES.

1. Take charge of this post and all Government property committed to your care.
2. Walk your post in a military manner, keeping constantly on the alert, observing everything that takes place within sight or hearing.
3. Report every breach of orders or regulation that you are instructed to enforce.
4. Quit your post only when properly relieved or directed to abandon it.
5. Receive and obey all orders coming through the noncommissioned officer of the guard, and to send for him and report any case not covered by your instructions.
6. Hold conversation with no one except in the proper discharge of your duty.
7. In case of fire notify the noncommissioned officer of the guard.
8. Salute all officers passing your post on deck, or within 30 yards when in boats; and to salute with the guard when honors are rendered to a flagship, or to a flag officer passing in a boat.
9. This post includes the entire length of the galleries on both sides.
10. Face toward and salute the ensign as it leaves the deck in hoisting, or the truck in lowering, remaining at the "present" until the music ceases to play.

11. Challenge all boats (except steam cutters) approaching the ship after dark, and repeat the answer to the quartermaster.

12. Allow no smoking on the forecandle out of hours, nor any man to appear there out of uniform.

13. Allow no smoking on my post, or any man out of uniform on the galleries.

14. Keep your beat sufficiently clear to permit a proper performance of your duties.

15. Allow no enlisted men to leave the ship unless passed by the officer of the deck, or the noncommissioned officer of the guard.

16. Allow no shore boats to come alongside or to make fast to the booms, day or night, without permission of the officer of the deck.

17. Report the arrival of all boats at the gangway to the noncommissioned officer of the guard.

18. Keep strict watch over alcohol and shellac placed under your charge.

19. Report all persons leaving the vegetable bins open or tracking the deck with dirty feet.

20. Allow no enlisted men not at work, or no man out of uniform, on the gallery between 8 a. m. and sunset, when in port, except by permission of the officer of the deck.

*Captain, U. S. Marine Corps,
Commanding Marine Guard.*

Approved:

Captain, U. S. Navy, Commanding.

ORDERS No. 4.—CELLS.

1. Take charge of this post and all Government property and prisoners committed to your care.

2. Deport yourself in a military manner, keeping constantly on the alert, observing everything that takes place within sight or hearing.

3. Report every breach of orders or regulations that you are instructed to enforce.

4. Quit your post only when regularly relieved.

5. Receive and obey all orders coming through the noncommissioned officer of the guard, and send for him and report any case not covered by your instructions.

6. Hold conversation with no one except in the proper performance of your duty.

7. In case of fire notify one of the marines, who will report it to the officer of the deck.

8. Salute all officers passing your post.

9. When both cells are occupied and no prisoners under your charge are outside of the cells, your post extends from lower coal bunker B 6, pass cell door, around No. 2 fire-room hatch, to lower coal bunker B 5, starboard side. When there is only one cell occupied, or if a prisoner is outside of the cell, your post will extend from lower coal bunker B 6, pass cell door to telephone on port side of No. 2 fire-room hatch.

10. Keep all prisoners under your charge constantly in view, allowing no communication with them, nor any article to be passed to them, except in the presence of the first sergeant, or the noncommissioned officer of the guard, or one of the masters-at-arms. Allow no prisoner to leave your presence except in the company of the noncommissioned officer of the guard.

11. Allow no fighting, gambling, quarreling, disorderly conduct, or defacement of the deck or paint work.

12. Neither receive nor release a prisoner except in the presence of the noncommissioned officer of the guard.

13. In case of sickness of a prisoner, notify the noncommissioned officer of the guard, who will report to the medical officer and the officer of the deck.

*Captain, U. S. Marine Corps,
Commanding Marine Guard.*

Approved:

Captain. U. S. Navy, Commanding.

ORDERS No. 5.—CABIN DOOR.

1. Take charge of this post and particular charge of all Government property committed to your care.

2. Report yourself in a military manner, keeping constantly on the alert, observing everything that takes place within sight or hearing.

3. Report every breach of orders or regulations that you are instructed to enforce.

4. Quit your post only when properly relieved, or when necessary to perform your duties pertaining to the cabin.

5. Hold conversation with no one except in the proper performance of your duties.

6. Do not allow yourself to be diverted from your proper duties pertaining to the cabin to perform private errands. In case of orders to perform such errand, execute the order and report the fact to the commanding officer.

7. In case of fire report it to the officer of the deck immediately.

8. Report to the officer of the deck immediately when any water or bunker alarm rings, giving him the number of the compartment as shown on the enunciator, and note the number on paper yourself.

9. Salute all officers passing your post.

10. Make reports to the officer of the deck as prescribed by the routine, and at such other times as may be directed.

11. Allow only authorized persons to enter the cabin, pantry, or office.

12. Allow no unauthorized persons to tamper with the mail or mail box.

13. Deliver all messages as received.

14. Be especially courteous to visiting officers, civil and military, and to all visitors to the cabin.

15. Pay the same compliments to civil officers of the Government, to officers of the civil and military service of foreign powers, that are directed to be paid to the officers of the Army, Navy, and Marine Corps of the corresponding rank.

16. When the gunner or gunner's mate or any authorized person asks for the keys to the magazines, you will report it to the commanding officer at once, to ascertain whether they will be allowed to have them or not. You will also report to the commanding officer when the said keys are returned to the cabin.

Approved:

_____,
Captain, U. S. Marine Corps,
Commanding Marine Guard.

_____,
Captain, U. S. Navy, Commanding.

ORDERS NO. 6.—ORLOP DECK.

1. Take charge of this post and all Government property committed to your care.
2. Walk your post in a military manner, keeping constantly on the alert, observing everything that takes place within sight or hearing.
3. Report every breach of orders or regulations that you are instructed to enforce.
4. Quit your post only when regularly relieved.
5. Receive and obey all orders coming through the noncommissioned officer of the guard and send for him and report any case not covered by instructions.
6. Hold conversation with no one except in the proper discharge of your duty.
7. In case of fire notify some one in the dynamo room, who will report it to the officer of the deck.
8. Salute all officers passing your post.
9. Your post extends all around the orlop deck.
10. Allow no enlisted men on the orlop deck except the dynamo tenders, members of the gunners' gang, men tending blowers, or men sent below on special duty, and allow no visitors not accompanied by an officer.
11. Allow no unauthorized persons to remove the lights from the ammunition hoist.
12. Report to the officer of the deck, through some person in the dynamo room, if the armor passages are found open without authority; they will be opened at "hammocks" in the evening and at "all hands" in the morning, and at such other times as the master-at arms in charge may require.
13. Ascertain, at such times as may be designated, the number of revolutions being made by the blower engines, and if this be less than the number required (350) report the fact to the noncommissioned officer of the guard on his next visit.
14. Allow no fighting, gambling, quarreling, disorderly conduct, spitting about the deck, or defacement of the paint work.

Approved:

_____,
Captain, U. S. Marine Corps,
Commanding Marine Guard.

_____,
Captain, U. S. Navy, Commanding.

ORDERS NOS. 7 AND 8.—LIFE BUOYS.

1. Keep constantly on the alert and within reach of the life buoys. Upon your attention may depend the life of a man.
2. At "man overboard" drop the buoy near the man as he passes and in such manner as to avoid striking him.
3. After the buoy is dropped, keep the man in sight, allowing nothing to divert your attention.
4. Rigid attention to duty is demanded of the sentinels on this post at all times.

*Captain, U. S. Marine Corps,
Commanding Marine Guard.*

Approved:

Captain, U. S. Navy, Commanding.

FIRE.

1. Suppress all panic and disorder.
2. Allow no person to enter the boats or interfere with the falls, except by an order of the commanding or executive officer.
3. Allow no buckets, ladders, gratings, oars, etc., to be thrown overboard, and no person to leave the ship until so ordered by the commanding or executive officer.
4. Use force, if necessary, to execute your orders, and hold your post until relieved or directed to abandon it.
5. Orderlies and sentinels on the berth deck (ward room) will, in addition, allow no unauthorized person to enter the cabin, office, pantries, or officers' quarters under their charge.
6. At the signal to abandon ship, go to your stations.

NOTE.—These orders apply in case of collision.

*Captain, U. S. Marine Corps,
Commanding Marine Guard.*

Approved:

Captain, U. S. Navy, Commanding.

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